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| **ANNEX IV****TECHNICAL PROPOSAL SUBMISSION FORM*****Request for Proposal (RFP) no: RFP21/092*** |

**PART A: Organisational Background/ Relevant Experience**

**A1: Firm/Institution Background**

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| **Registered Name:** |  |
| **Licence number if available**  |  |
| **Year Established:** |  |
| **Physical Address/es:** |  |
| **Postal Address:** |  |
| **Telephone Contact:** |  |
| **Fax Number:** |  |
| **Email:** |  |
| **Contact Person:** |  |
| **Position of Contact Person:** |  |
| **Financial Standings for at least 2 years (Provide last 2 years Financial Statements if possible but not Mandatory)** |  |
| **Tax identification number**  |  |
| **Professional Membership or registration with recognised body such as*** [**Fiji Association of Architects**](http://www.fijiarchitects.com/)
* **Fiji Institution of Engineers**

**(attach copy of certificates to confirm membership)** |  |

**A2: Work Experience**

**(2 pages maximum, 3 per project)**

Using the format below, bidders shall provide details of three projects that demonstrate their work experience

Detailed evidence of the proposed subcontractors’ relevant experience must also be submitted.

The projects cited must have been completed or substantially completed within the last 5 years and be of a similar nature to this contract.

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| **Bidder’s Experience**  |
| Relevant Expérience - Project One |
| Project Title: |  | Previous Client Name: |  |
| Project Location: |  | Project Dates: | *[Start Date and Contract Duration]* |
| Contract Value:  |  | Tenderer’s Role: |  |
| Project Description: |
| Previous Client contact name and phone number: |  |
| Names of Key Delivery Team Members and Roles: |  |
| Names and roles of bidders’ subcontractors (if any): |  |

**A3: Track Record**

**(3 pages maximum, 1 per project)**

Using the format below, bidders shall provide details of three projects that demonstrate their track record in completing services similar to the scope of services of this RFP

The areas on which referees will be asked to comment may include:

* Understanding of the clients requirments
* Manage, understand, and ability to deliver key dates and timelines.
* Understanding of the process required for the Project and

partnerships required for successful approvals

* Management style, claims culture,
* Clarity of documentation submitted,
* Health and safety planning through design
* Coordination and communication skills (internally and externally),
* Use of environment sustainable materials and its application for the Project
* Consideration of international social and environmental requirements and best practices for development of ‘green offices’ and COVID safety measures.

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| **Bidder’s Track Record** |
| Track Record - Project One |
| Project Title: |  | Previous Client Name: |  |
| Project Location: |  | Project Dates: | *[Start Date and Contract Duration]* |
| Contract Value:  |  | Tenderer’s Role: |  |
| Project Description and key points on A&E Designers performance : |
| Client Reference contact name and phone number: |  |
| Was the design documentation submitted as per the agreed time schedule. including any extensions of time (if not state reasons why). |  |
| Was the project delivered to the required quality standards and was any rework required |  |

**PART B: TECHNICAL CAPACITY**

1. **TEAM CAPABILITY AND STRUCTURE**

**List of Key Roles and Responsibilities each personnel will undertake:** Beside the above key personals, the consulting firm shall engage other personnel to deliver the scope of services of this RFP. The consulting firm shall be responsible for the qualification and quality of work of all other personnel.

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|  | **Personnel** | **Bidders Response (please specify years of relevant experience, tertiary qualifications and skills and expertise).CV to be also provided.**  |
|  | Contract Manager/Contractor’s Representative | Name:Employee of company/joint venture:Years of relevant experience:Details of Relevant experience:Tertiary Qualifications:Skills and Expertise: |
|  | Senior Design Team Leader | Name:Employee of company/joint venture:Years of relevant experience:Details of Relevant experience:Tertiary Qualifications:Skills and Expertise: |
|  | Senior Architect | Name:Employee of company/joint venture:Years of relevant experience:Details of Relevant experience:Tertiary Qualifications:Skills and Expertise: |
|  4.  | Structural Engineer | Name:Employee of company/joint venture:Years of relevant experience:Details of Relevant experience:Tertiary Qualifications:Skills and Expertise: |
|  5. | Mechanical Engineer | Name:Employee of company/joint venture:Years of relevant experience:Details of Relevant experience:Tertiary Qualifications:Skills and Expertise: |
|  6. | Quantity Surveyor | Name:Employee of company/joint venture:Years of relevant experience:Details of Relevant experience:Tertiary Qualifications:Skills and Expertise: |

**PART C- PROPOSED METHODOLOGY AND APPROACH**

The bidder will need to complete Questions **NO.S 1-5** taking into consideration the following project scenarios:

1. **Scenario 1**

SPC intends to construct a three-storey building with an estimate budget of FJ5M to accommodate additional staff requirements at Nabua Campus. The project is expected to be completed in six months (from Design to completion stage). The appointed A&E service provider is expected to manage all aspects of the architectural and engineering (A&E) requirements for the project. The project will be undertaken at Nabua Campus, 3 Luke Street.

1. **Scenario 2**

SPC is undertaking a refurbishment of a current office building at its Narere Campus to create office space for new SPC staff. The appointed A&E service provider will be required to provide guidance to the Facilities Team on how to accommodate the required change to the current building, proposed design, oversee works to the completion stage.

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|  | **Technical Criteria** | **Bidders Response****Scenario 1**  | **Bidders Response** **Scenario 2** |
|  | Provide details on how the A&E service provider intends to provide services required as per the scenarios mentioned above in line with required standards and legislative requirements including the Fiji Building codes. |  |  |
|  | Provide details on how the A&E service provider will engage with SPC to provide the necessary support, technical guidance and oversight to ensure completion of projects described in both scenarios above |  |  |
|  | Provide details on how the A&E service provider intends to carry out assessment, onsite inspection and managing projects collaborating with other construction professionals.  |  |  |
|  | Provide details on how the A&E Service provider will ensure awareness and compliance with OHS legislations and regulations to health and safety at work as contained in the Fiji Health and Safety at Work Act 1996 in their workplace and on their designs.  |  |  |
|  | Demonstrate how you plan to integrate sustainability measures in the execution of the above. The Bidder shall notify SPC on the services that architect should offer such as analysing materials’ impact on health, design for well-being, energy analysis, ventilation and computational fluid dynamics, carbon accounting, project sustainability assessment etc |  |  |
|  | Provide details on how the firm propose to work across different pacific island countries and with different regulations that will apply in the different areas projects may be implemented, ensuring compliance with all relevant statutory regulations in the jurisdiction the construction will take place: |  |
|  |  Demonstrate how the firm proposes to develop a 2-year long term capital projects sustainable development plan. The plan taking into account SPC’s future requirements relating to office space development and capital projects. |  |

**Certification**

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Functional Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Seal/Stamp (if any)

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